Move the cursor to cell B4 and type in the number 2.	**[⅄], [G], [B], [4], [⌟], [2], [⌟]**
Move the cursor to cell D4 and type in the number 9.	**[Right Arrow], [Right Arrow], [9], [⌟]**
Move the cursor to the right one cell and find the total of the three numbers. 16 will appear in cell E4.	**[Right Arrow], [Shift] [@], [S], [U], [M], [Shift] [(], [B], [4], [.], [.], [D], [4], [Shift] [)], [⌟]**
Exit the Worksheet Application and abandon the example.	**[Esc], [N]**

If you are ready for a more advanced worksheet, enter and save the one below. The worksheet is designed to calculate total dollar sales and profits on orders of up to three products.

When using the worksheet, you need only enter values for Unit Cost, Percent Markup, Units Ordered, and Sales Goal. The Worksheet will calculate all other values for you, including Total Sales, Total Profit ($), and Average Profit (%).

Your finished worksheet will look like the one below, consisting of four columns (A, B, C, and D) and fourteen rows (1 through 14). The formulas, as you will type them into the worksheet, are also shown. Although the Total Profit ($) formula appears to fill three cells (B10, C10, and D10), you will actually type the entire formula into cell B10.

	A	B	C	D
1		Product 1	Product 2	Product 3
2	Unit Cost			
3	Percent Markup			
4	Unit Price	+B2+(B2*B3)	+C2+(C2*C3)	+D2+(D2*D3)
5	Units Ordered			
6				
7	Total Sales	+B4*B5	+C4*C5	+D4*D5
8				
9	Total of Order	@SUM(B7..D7)		
10	Total Profit ($)	(B2*B3*B5)+(C2*C3*C5)+(D2*D3*D5)		
11	Average Profit (%)	(B10/B9)*100		
12				
13	Sales Goal			
14	Goal Reached (%)	(B9/B12)*100		
15				

Start a new worksheet.	**[⅄], [F], [N]**
Expand Column A to 20 characters in width.	**[⅄], [R], [W], [2], [0], [⌟]**
Type a name for each of 10 rows in the first column of the worksheet. Move to the 2nd row and type in a name for that row.	**[Down Arrow],** type in *Unit Cost*, **[⌟].**
Move to the 3rd row and type in a name for that row.	**[Down Arrow],** type in *Percent Markup*, **[⌟].**
Move to the 4th row and type in a name for that row.	**[Down Arrow],** type in *Unit Price*, **[⌟].**
Move to the 5th row and type in a name for that row.	**[Down Arrow],** type in *Units Ordered*, **[⌟].**
Move to the 7th row and type in a name for that row.	**[Down Arrow], [Down Arrow],** type in *Total Sales*, **[⌟].**
Move to the 9th row and type in a name for that row.	**[Down Arrow], [Down Arrow],** type in *Total of Order*, **[⌟].**
Move to the 10th row and type in a name for that row.	**[Down Arrow],** type in *Total Profit ($)*, **[⌟].**
Move to the 11th row and type in a name for that row.	**[Down Arrow],** type in *Average Profit (%)*, **[⌟].**
Move to the 13th row and type in a name for that row.	**[Down Arrow], [Down Arrow],** type in *Sales Goal*, **[⌟].**
Move to the 14th row and type in a name for that row.	**[Down Arrow],** type in *Goal Reached (%)*, **[⌟].**

Type a product name for each of 3 columns of the worksheet. Move to the 2nd column and type in a name for that column.	**[Fn] [Left Arrow], [Right Arrow],** type in ^ Product 1, **[⌟].**
Move to the 4th column and type in a name for that column.	**[Right Arrow],** type in ^ Product 2, **[⌟].**
Move to the 5th column and type in a name for that column.	**[Right Arrow],** type in ^ Product 3, **[⌟].**
Type a formula in B4 to calculate a product's unit price. **(See Formula 1)**	**[⅄], [G], [B], [4], [⌟], [Shift] [+], [B], [2], [Shift] [+], [Shift] [(], [B], [2], [Shift] [*], [B], [3], [Shift] [)], [⌟]**
Copy the unit price formula from B4 to C4 and D4.	**[Right Arrow], [⅄], [R], [C], [B], [4], [⌟], [C], [4], [.], [.], [D], [4], [⌟]**
Type a formula in B7 to calculate total sales by product. **(See Formula 2)**	**[⅄], [G], [B], [7], [⌟], [Shift] [+], [B], [4], [Shift] [*], [B], [5], [⌟]**
Copy the total sales formula from B7 to C7 and D7.	**[Right Arrow], [⅄], [R], [C], [B], [7], [⌟], [C], [7], [.], [.], [D], [7], [⌟]**
Type a formula in B9 to calculate the total dollar amount of an order. **(See Formula 3)**	**[⅄], [G], [B], [9], [⌟], [Shift] [@], [S], [U], [M], [Shift] [(], [B], [7], [.], [.], [D], [7], [Shift] [)], [⌟]**

Type a formula in B10 to calculate the total dollar profits of an order. **(See Formula 4)**	**[Down Arrow], [Shift] [(], [B], [2], [Shift] [*], [B], [3], [Shift] [*], [B], [5], [Shift] [)], [Shift] [+], [Shift] [(], [C], [2], [Shift] [*], [C], [3], [Shift] [*], [C], [5], [Shift] [)], [Shift] [+], [Shift] [(], [D], [2], [Shift] [*], [D], [3], [Shift] [*], [D], [5], [Shift] [)], [⌟]**
Type a formula in B11 to calculate the average percentage of profit from an order. **(See Formula 5)**	**[Down Arrow], [Shift] [(], [B], [1], [0], [/], [B], [9], [Shift] [)], [Shift] [*], [1], [0], [0], [⌟]**
Type a formula in B14 to calculate the percentage of a sales goal reached through an order. **(See Formula 6)**	**[Down Arrow], [Down Arrow], [Down Arrow], [Shift] [(], [B], [9], [/], [B], [1], [2], [Shift] [)], [Shift] [*], [1], [0], [0], [⌟]**

SAMPLE WORKSHEET FORMULAS

1. Unit Cost + (Unit Cost x % Markup) = Product's Unit Price
2. Unit Price x Units Ordered = Total Sales of Product
3. Product 1 Total Sale + Product 2 Total Sale + Product Total Sale = Total of Order
4. (Product 1 Unit Cost x Product 1 Percent Markup x Product 1 Units Ordered) + (Product 2 Unit Cost x Product 2 Percent Markup x Product 2 Units Ordered) + (Product 3 Unit Cost x Product 3 Percent Markup x Product 3 Units Ordered) = Total Dollar Profits of Order
5. (Total Dollar Profit of Order ÷ Total Dollar Amount of Order) x 100 = Average Percentage of Profit
6. (Total Dollar Amount of Order ÷ Sales Goal) x 100 = Percentage of Sales Goal Reached

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Printed in Japan. **C301017-001 Rev. B**

ATARI® *Portfolio*

QUICK REFERENCE CARD

This guide has been prepared to help you gain a fast working knowledge of your Portfolio. It is not intended to provide full details for each application. For these, you must read your manual.

Bold brackets (**[ ]**) denote keys. When two keys, not separated by a comma, are shown together, press and hold down the first key, then press the second key. Keys separated by commas are entered one at a time.

When working with your Portfolio for the very first time, you will notice a copyright screen, after which a language selection screen appears. Press **[E]** for English. Follow the formats shown on screen to set the date and time.

A Helpful Reminder: To help assure against loss of data stored in your memory cards please be sure to jot down your battery installation date right on the card index and install a fresh cell before the anticipated expiration date of the old one. You may even wish to back up your data by uploading it into your desktop computer.

Note: After several minutes of non-use, Portfolio turns itself off. To turn Portfolio back on, press any key.

ADDRESS BOOK

Use this application to record telephone numbers and addresses. You can enter all telephone numbers and addresses in one large list, or make several separate lists.

If you use one large list, you may wish to type an identifier on one line of the address (for example, Doctors, Friends, or Business). Searching for an identifier quickly shows each entry in that category.

Open the Address Book Application.	**[人] [A]**

If you have already stored names and numbers in the Address Book and you wish to add new entries, skip to the section on entering additional names, numbers and addresses.

To enter your first telephone number and address:

Add name and telephone number above the first line.	Type name and telephone number, **[↵]**.
Enter address below the line.	Type address, press **[↵]** after each line.

To enter additional names, numbers and addresses:

Begin a new entry.	**[Esc]**, **[⇄]**
Enter name, number and address as explained above.	Type name, number, and address.
Exit the Address Book Application and save data.	**[Esc]**, **[Esc]**, **[Y]**

To look for an address, use scroll or search. Open the Address Book Application (see above):

To scroll, move the cursor to a name and select that name.	**[Up Arrow]** or **[Down Arrow]**, **[↵]**.
To search, go to the line mode.	**[Esc]**
Move the cursor to the top of your Address Book list.	**[A]**
Type in the search information.	**[Ctrl] [S]**, type in name or identifier, **[↵]**.
Exit the Address Book Application.	**[Esc]**

To dial a telephone number from a list, open the Address Book Application (see above):

Move the cursor to a name.	**[Up Arrow]** or **[Down Arrow]** to the name.
Dial the telephone number.	Hold Portfolio's speaker to the telephone's mouthpiece. Press **[Ctrl] [D]**, **[↵]**.
Exit the Address Book Application.	**[Esc]**

CALCULATOR

This application uses Portfolio's keypad instead of the number keys across the top of the keyboard. The keypad has 16 keys, with red colored symbols printed on the upper right corner of those keys. This keypad is found on the right side of Portfolio's keyboard. The division symbol is a slash and the multiplication symbol is the asterisk.

In addition to the keypad, you will use the percent and parentheses keys. (See the Owner's Manual for special numeric operations beyond addition, subtraction, multiplication, division, and percentages.)

Open the Calculator Application.	**[人] [C]**

To add together three numbers, then calculate a percentage increase to those three numbers:

Add three numbers.	**[5]**, **[+]**, **[6]**, **[+]**, **[1]**, **[↵]**
Increase the result by a percentage.	**[+]**, **[2]**, **[5]**, **[Shift] [%]**

To change the markup from 25% to 20%.

Move cursor up to 25.	**[Up Arrow]**
Delete the digit 5.	**[Del]**
Replace with 0.	**[0]**
Recalculate, then exit.	**[↵]**, **[Esc]**, **[Esc]**

DIARY/CALENDAR

With the Diary/Calendar Application, you can record your appointments, locate a specific appointment, and set alarms which buzz even when you are not using Portfolio. Your Diary file must be in C:\ SYSTEM directory; return to the C:> prompt (type c:, **[↵]**).

Open the Diary/ Calendar Application.	**[人] [D]**

To add a new appointment:

Move ahead one week.	Press **[Down Arrow]**.

Note: To move to another day of the week, press **[Left Arrow]** or **[Right Arrow]**.

Enter Diary from Calendar.	**[↵]**
Add appointment. Enter time and message.	**[1]**, **[4]**, **[Shift] [:]**, **[3]**, **[0]**, **Meet Bob**, **[↵]**
Exit Calendar and Diary.	**[Esc]**, **[Esc]**, **[Y]**

To set an appointment with an alarm, open your Diary/Calendar application (see above):

Enter Diary from Calendar.	**[↵]**
Set alarm for five minutes ahead of the Portfolio's current time and enter a message.	Use this format to enter the desired time: **hh:mm Meet Ed**, **[↵]**.
Set the alarm.	**[人]**, **[A]**
Save alarm setting and exit the Diary/Calendar Application.	**[Esc]**, **[Esc]**, **[Y]**

The alarm will go off at the specified time. Press **[Esc]** to stop alarm.

To find a future day you have a specific appointment after entering several appointments:

Enter the Diary/Calendar Application.	**[人] [D]**
Type appointment details. Finds and shows (▶) appointment.	**[人]**, **[S]**, type in name or identifier, **[↵]**.

To check appointments for a specific day:

Select the month, day, and year you wish to check for appointments.	Number of the month, **[/]**, number of the day, **[/]**, number of the year, **[↵]** (e.g. 5/27/99).
Pointer moves to appointment on chosen day.	
Exit the Diary/ Calendar Application.	**[Esc]**, **[Esc]**, **[N]**

Note: Once your diary has appointments in it, you can go directly to the diary mode: **[人] [D]**, **[↵]** to see or enter appointments.

TEXT EDITOR

With the Text Editor Application, you can write memos, reports, and notes. With your Portfolio attached to a printer, that report, memo, or note can then be printed out.

Portfolio's Text Editor offers a width of up to 250 characters. When you finish typing on one line, the Text Editor Application automatically moves the cursor to the next line.

Open the Text Editor Application. Start a new file.	**[人] [E]**, **[人]**, **[F]**, **[N]**
Type your report.	
Save your report.	**[人]**, **[F]**, **[S]**, **[\]** and the name of your report, **[↵]**.

Note: You can save your report to the built-in memory, or, to conserve built-in memory space, we recommend you buy a memory card.

Exit the Text Editor Application.	**[Esc]**

WORKSHEET

Portfolio allows worksheets of up to 255 rows (horizontal) and 127 columns (vertical). The intersections of rows and columns produce 32,385 cells. Use the top row number keys, not the keypad. Portfolio accepts .WKS spreadsheets created by Lotus 1-2-3®.

Open the Worksheet Application.	**[人] [W]**

To total three numbers in a column, and total three numbers in a row:

Start a new worksheet.	**[人]**, **[F]**, **[N]**
Move the cursor to cell C3.	**[Right Arrow]**, **[Right Arrow]**, **[Down Arrow]**, **[Down Arrow]**
Type the number 10 in cell.	**[1]**, **[0]**, **[↵]**
Move the cursor down one cell and type in the number 5.	**[Down Arrow]**, **[5]**, **[↵]**
Move the cursor down one cell and type in the number 25.	**[Down Arrow]**, **[2]**, **[5]**, **[↵]**
Move the cursor down one cell and find the total of the three numbers. 40 will appear in cell C6.	**[Down Arrow]**, **[Shift] [@]**, **[S]**, **[U]**, **[M]**, **[Shift] [(]**, **[C]**, **[3]**, **[.]**, **[.]**, **[C]**, **[5]**, **[Shift] [)]**, **[↵]**